

MCDC Board of Directors
Meeting Agenda – Open
Friday 10 May 2024 In-Person and Via MS Teams

BOD Present: Carrie Olden, Matt McSavaney, Jordan Whetstone, Doug Trent, Jared Wilson, Whitney Wilson

MCDC Management: Rhonda Chambliss, Melissa Boylen

Others: 256.898.4008, 256.497.0663, 865.254.0651, Catherine Abels, Tyler Archote, Meagan Beattie, Lindsey Blair, Kalen Braman, Billy Carson, Chelsea, Kayle Daniel, Brady Doepke, Chance Garcia, Monique H., Heather, Peter Jones, Jacob Keplinger, Chris Lowe, Hannah Lowe, Heath Martin, Kelly Sangster, Alex Thomas, Allyson Thomas, Kat Van Hall

Meeting Called to Order: 1:02 pm

President's Report

- Teacher Appreciation Week
 - Sign-up and involvement from families
 - Memory books – folders available Monday
 - Format change for individual teachers rather than more general
 - BoD – donuts one day (not Monday)
 - Sign-up Genius for Monday's breakfast?
 - Valentine raffle proceeds can go toward a staff lunch
 - Infor sheets are currently posted outside the classrooms, not sure they can be on the website by this afternoon
- BOD handover
 - Bill.com – only one more bill to come through by May 31 (credit card) – needs to be updated at Matt as an approver, Doug is an approved as well
 - BC/BS bill will likely hit June 1
 - Banking accounts – Doug and Carrie only BoD members listed on them – need to remove Carrie and add Matt, requires a notarization
 - USDA – Carrie is primary signer, needs to be changed over to Matt
 - Week of the 20th, on-coming and out-going to meet for handover
- Update website with change of BoD
 - Jared meets with CIO Office monthly – set up virtual intro with CIO
- USSRC fundraising
 - Every Thursday there's a selected charity, MCDC has now been added to that list – get 20% of proceeds

- CS – themselves and family for free, contractor – themselves only? – Matt to double-check
- Need 501c3 paperwork, need to select a date

Vice President's Report

- We're overdue on posting minutes, will effect that change as soon as possible
 - Jordan to send to Melissa (need to be PDF)
- General Membership Meeting
 - Lots of good feedback
 - Close communication loop between parents, front office staff, teachers, and BoD
 - Propose a committee for this Parents Communication Committee
- Propose Parent-Center-Ops Committee

Registrar's Report

- Anedote access
- Sharepoint access
- Change registrar Google account to Brady
- Cheat sheet/ templates for offers, management of orientation questions, meeting with parents
 - Try to get back with parents within 48-hours
- Class sheet from Rhonda/Melissa – updated as children transition
- Offers go out at least 2 weeks prior to start date so orientation paperwork can be completed
- Keep website up to date for membership
- Membership drive in the fall
 - Enrolled and wait list members
- 35 infants on wait list, almost every other classroom has 10-15
 - Graduation is May 28, large classroom shift coming soon, letters of removal are trickling in as kids move to other programs

Members' at Large Report

- T-shirt fundraiser
 - Working with Melissa (she designed a new logo)
 - Looking for a site that offers all sizes (infants through adults) – possibly go through Exchange?
 - Options for other merch are dependent on availability through selected company

- Consider doing sponsorship – likely conflict of interest issue with aerospace industries – to look through our articles of incorporation and/or talk with Bill
- Whitney and Kayla to set a time to meet and discuss fundraisers, etc. for MAL position

MCDC Administrative Report

- Parent-MCDC Leadership communications
- Lingering staff interview – waiting for on-coming members
- Graduation – May 28 at 5:45
 - Caps/tassels are in, programs are being finalized
 - Will need help setting up
 - In the activities building, will use the chairs that are there, set up where the stage is
 - Melissa does the AV
 - Small reception with families to follow
 - Gift for each child, keep caps/tassels
- Full-time staff member stepping back to sub position
 - Will need to hire a full-time teacher soon
 - Indeed job announcement/application
 - In the interim, hoping college-age staff step in during summer off
- Stretch N Grow
 - New offering – think it's \$16/class
 - Offer is for toddler on up
 - Likely on Thursday
- Annual Picnic
 - BBQ, chips, sides, bubbles chalk
 - Accepting donations toward the part of the picnic that MCDC paid for (fundraiser money was used)
 - Halsey supplied the food
- Mother's Day Store
 - Were not able to do it this year due to weather, etc.

Meeting Adjourned: 1:42 pm